



**POSITION TITLE:** Courtroom Deputy

**LOCATION:** Charlotte, North Carolina

**CLOSING DATE:** November 12, 2021

**STARTING SALARY RANGE:** CL 26 (\$47,676 - \$59,598; depending upon qualifications and prior experience)

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Full Description:

The United States Bankruptcy Court for the Western District of North Carolina has an immediate opening for a Courtroom Deputy. The Courtroom Deputy is responsible for managing the judge's caseload and provides courtroom and other assistance through management of court calendars, attending court proceedings, recording pertinent results for minutes and preparing judgments.

Representative Duties:

- ☐ Reviews information relating to pending cases to ensure that all records and reference material are available for use by the judge and counsel.
- ☐ Calls court calendar, administers oath to witness. Assists with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, and managing exhibits. Takes notes of proceedings and rulings and prepares entries.
- ☐ Make entries on the court's electronic filing system.
- ☐ Operates digital recording equipment, keeps detailed typed log.
- ☐ Acts as liaison among the Clerk's office, the bar and the judge to ensure that cases proceed smoothly and efficiently.
- ☐ Processes search requests – including making sure appropriate fees are paid, looking up location and accession numbers and processing request.
- ☐ Coordinates with Bankruptcy Administrator's Office and Chambers on 6-month calendar for future Chapter 13, 7 & 11 hearing dates along with 341 meeting dates and Chapter 7 Trustee Assignments.
- ☐ Frequently travels between Charlotte, Asheville, Shelby and Statesville divisional offices for court.
- ☐ Perform case management duties.
- ☐ Performs other duties as assigned.

Qualifications:

High School diploma or equivalent required. A bachelor's degree from an accredited four-year college or university is preferred. Education above high school level may be substituted for general experience.

Candidates should have a minimum of two years responsible specialized experience. Legal experience preferred, but not required.

Must have excellent interpersonal skills and be able to communicate effectively with staff to determine needs and maintain complete and accurate records and files. The ability to communicate effectively both verbally and in writing is critical.

Desired Skills:

Candidate must have strong computer experience. This is an extremely fast-paced position which requires the candidate to be versatile and present a professional demeanor and appearance at all times, possess strong organizational, analytical, and oral/written communication skills. The ability to respond to requests on short notice and the ability to manage multiple tasks and stringent deadlines, are essential.

How to Apply

Applicants who meet the qualifications must submit in **one PDF attachment**:

- Cover letter
- Resume
- AO-78 Application for Judicial Employment, which can be found [here](#).

**INCOMPLETE APPLICATION PACKAGES WILL NOT BE CONSIDERED**

Complete application package should be submitted as **one PDF attachment** via email to [employment@ncwb.uscourts.gov](mailto:employment@ncwb.uscourts.gov) by close of business on **Friday, November 12, 2021**.

Benefits:

A generous benefits package is available and includes the following:

- ☐ A minimum of 11 paid holidays per year
- ☐ Paid annual and sick leave
- ☐ Retirement benefits
- ☐ Optional participation in Thrift Savings Plan
- ☐ Optional participation in Federal Employees' Health Benefits
- ☐ Optional participation in Supplemental Dental and Visions insurance
- ☐ Optional participation in Federal Employees' Group Life Insurance
- ☐ Optional participation in Flexible Benefits Program
- ☐ Optional participation in Commuter Benefit Program
- ☐ Optional participation in Long-Term Care Insurance
- ☐ Optional participation in private long-term disability plan
- ☐ Credit for prior government service

**INFORMATION FOR APPLICANTS:**

Applicants must be U.S. citizens or eligible to work in the United States.

The candidate selected for this position is subject to a full fingerprint and background records check, a six-month probationary period, and mandatory electronic direct deposit of salary payment.

Employees are required to adhere to the Code of Conduct for Judicial Employees.

Employees of the Bankruptcy Court are EXCEPTED SERVICE APPOINTMENTS. Excepted service appointments are “at will” and can be terminated with or without cause by the court.

The Bankruptcy Court is an Equal Opportunity Employer.

Due to the volume of applications received, the Court will only communicate with those individuals invited for an interview.